

# New Egypt Recreation Baseball, Inc.



## *Operations Manual*

*Adopted: February 19, 2009*

*Revised: July 15, 2010*

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*Please note that this Operational Manual is a guide that has been created to assist in the administration of New Egypt Recreation Baseball, Inc. There may be situations where the New Egypt Recreation Board or Committees/positions appointed by the New Egypt Recreation Board, may need to intervene and make changes at their discretion if it is determined that there may be a disservice to New Egypt Recreation Baseball Inc. its members, players or Coaches, if they otherwise did not do so.*

### **Charters**

New Egypt Recreation Baseball, Inc. shall annually apply for its charter from Babe Ruth League, Inc., and shall do all things necessary to obtain and maintain its charter. New Egypt Recreation Baseball, Inc. shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other league.

### **Rules and Regulations**

The Official Playing Rules and Regulations as published by Babe Ruth League, Inc. ([www.baberuthleague.org](http://www.baberuthleague.org)) shall be binding on New Egypt Recreation Baseball, Inc.

### **Local Rules**

Rules governing play for each Division of New Egypt Recreation Baseball, Inc. (hereinafter "Local Rules") (i.e., whether to allow base stealing, number of steals allowed, maximum runs per inning, parameters of any mercy rule, whether to use a pitching machine, etc.) shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season and shall be posted on the New Egypt Recreation Baseball, Inc. website. The Local Rules, however, shall in no way conflict with the Rules, Regulations and Policies of Babe Ruth League, Inc., nor shall they conflict with this Operations Manual. The Local Rules governing each Division shall remain in full force and effect until the end of each year, at which time they shall automatically renew unless a majority of the Board of Directors votes to amend or rescind, in part or in whole, these Local Rules.

### **Parent Code of Conduct**

All parents and guardians who have children participating in the New Egypt Recreational Baseball program and any related district and/or tournament games or practices are required to conduct themselves in accordance to the Code of Conduct described below. Any violation of this Code of Conduct may result in the loss of participation privileges in the program.

**I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating, in youth sports event and shall confirm my behavior to the following code of conduct.**

- I/We agree to not argue with, publicly question, heckle, harass, belittle, antagonize or disrespect umpires or other league officials during any practice, game or other league function whether it be verbal or written including email.
- I/We agree to not argue with, publicly question, heckle, harass, belittle, antagonize or disrespect any players or coaches during any practice, game or other league function by word of mouth, gesture or action whether it be verbal or written including email.
- I/we will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, league official, or any other attendee.

- I/we will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, league official or any other attendee.
- I/we will not engage in any behavior, which would endanger the health, safety or well being of any coach, parent, player, participant, official or any attendee.
- I/we will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, league official, or any, other attendee.
- I/we will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate, or participate in a youth sports event while under the influence of drugs or alcohol.
- I/we will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event while under the influence of drugs or alcohol.
- I/we will not engage in the use of profanity.
- I/we will not encourage my child or any other person, to engage in the use of profanity.
- I/we will treat any coach, parent, player, participant, league official, or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I/we will encourage my child to treat any coach, parent, player, participant, league official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I/we will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, league official or any other attendee.
- I/we will not initiate a fight or scuffle with any coach, parent, player, participant, league official, or any other attendee.
- I/we will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, league official, or any other attendee.

**I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including by not limited to the following in any order or combination.**

1. Verbal warning issued by a league coach, umpire or league official.
2. Written warning issued by a league coach, umpire or league official.
3. Suspension or immediate ejection from a New Egypt Recreation Baseball sports event issued by a league coach, umpire or league official who is authorized to issue such suspension or ejection for New Egypt Recreation Baseball..
4. Suspension from multiple New Egypt Recreation Baseball sports events issued by a league coach, umpire or league official who is authorized to issue such suspension for New Egypt Recreation Baseball
5. Season suspension or multiple season suspensions issued by New Egypt Recreation Baseball, Inc. and its Board.

## Coaches Code of Conduct

All managers and coaches participating in the New Egypt Recreational Baseball program and any related district and/or tournament games or practices are required to conduct themselves in accordance to the Code of Conduct described below. Any violation of this Code of Conduct may result in the loss of participation privileges in the program.

- I will support all coaches and officials in the New Egypt Baseball League. Degrading and negative comments about the program, board members, other coaches, umpires, parents, players, etc in any way will be strictly prohibited and will be dealt with in an appropriate manner including game suspension or expulsion from the league.
- I will not discuss rumors without going to the subject of said rumors.
- I will not discuss in a negative way other coaches, fans, umpires or players.
- I will follow all Cal Ripken and local league rules and conduct myself in accordance of these rules as outlined in the Cal Ripken or local league rule book.
- I will not complain about another coach to parents and other coaches.
- I will not complain to parents about another coach's strategies.
- I will not listen to or discuss complaints from parents of other coaches.
- I agree to not argue with, publicly question, heckle, harass, belittle, antagonize or disrespect umpires or other league officials during any practice, game or other league function whether it be verbal or written including email.
- I agree to not argue with, publicly question, heckle, harass, belittle, antagonize or disrespect any players or coaches during any practice, game or other league function by word of mouth, gesture or action whether it be verbal or written including email. .
- I agree to always display sportsmanship towards all players, coaches, umpires and other league officials during any practice, game or other league function whether it be verbal or written including email. .
- I agree to always place the emotional and physical well-being of players in our league ahead of my personal desire to win and remember the importance of "Athletes First, Winning Second."
- I agree to speak to my team prior to the beginning of the regular season about the importance of treating every member of our team with respect and compassion and will subject any player on my team who bullies other players in the league to the Players' Code of Conduct, which may result in that player's removal from the program.
- I agree not to use abusive or profane language at any practice, game or other league function.
- I agree not to incite or participate in any unsportsmanlike conduct at any practice, game or other league function, including verbal abuse, name calling, physical assault or intimidation of any kind, including hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body.
- I agree to accept all decisions and calls of the umpires and game officials as being fair and made to the best of their ability.

- I agree to accept full responsibility for any actions that violate this Code of Conduct by any guest or relative that I bring or invite to any practice, game or other league function.
- I agree to refrain from using any practice, game or other league function as a venue for partisan activities, such as campaigning for public office.
- I agree to follow the grievance procedures of New Egypt Recreational Baseball to officially report and/or discuss any concerns regarding the program.

**I hereby agree that if I fail to conform my conduct to the foregoing while coaching, officiating or participating in a New Egypt Recreation Baseball event I will be subject to disciplinary action, including by not limited to the following in any order or combination.**

1. Verbal warning issued by a league coach, umpire or league official.
2. Written warning issued by a league coach, umpire or league official.
3. Suspension or immediate ejection from a New Egypt Recreation Baseball sports event issued by a league coach, umpire or league official who is authorized to issue such suspension or ejection for New Egypt Recreation Baseball..
4. Suspension from multiple New Egypt Recreation Baseball sports events issued by a league coach, umpire or league official who is authorized to issue such suspension for New Egypt Recreation Baseball
5. Season suspension or multiple season suspensions issued by New Egypt Recreation Baseball, Inc. and its Board.

### **Player's Code of Conduct**

All players participating in the New Egypt Recreational Baseball program and any related district and/or tournament games or practices are required to conduct themselves in accordance to the Code of Conduct described below. Any violation of this Code of Conduct may result in the loss of participation privileges in the program.

- I agree to not argue with or disrespect umpires or other officials during any practice, game or other league function.
- I agree to not bully or disrespect any fellow players during any practice, game or other league function by word of mouth, gesture or action.
- I agree to always display sportsmanship towards all players, coaches, umpires and other officials during any practice, game or other league function.
- I agree not to use abusive or profane language at any practice, game or other league function.
- I agree not to incite or participate in any unsportsmanlike conduct at any practice, game or other league function, including verbal abuse, name calling, physical assault or intimidation of any kind, including hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body.
- I agree to accept all decisions and calls of the umpires and game officials as being fair and made to the best of their ability.
- I agree to accept full responsibility for any of my actions that violate this Code of Conduct.

**I hereby agree that if I fail to conform my conduct to the foregoing while coaching, officiating or participating in a New Egypt Recreation Baseball event I will be subject to disciplinary action, including by not limited to the following in any order or combination.**

1. Verbal warning issued by a league coach, umpire or league official.
2. Written warning issued by a league coach, umpire or league official.

3. Suspension or immediate ejection from a New Egypt Recreation Baseball sports event issued by a league coach, umpire or league official who is authorized to issue such suspension or ejection for New Egypt Recreation Baseball..
4. Suspension from multiple New Egypt Recreation Baseball sports events issued by a league coach, umpire or league official who is authorized to issue such suspension for New Egypt Recreation Baseball
5. Season suspension or multiple season suspensions issued by New Egypt Recreation Baseball, Inc. and its Board.

## **Selection of Teams for the Recreation Level**

### *Player Evaluation Process*

The player evaluation process is to enable coaches and managers to assess the skill levels of children participating in the recreational baseball divisions as deemed necessary by the board, to prepare for draft processes that create as much balance between the teams as possible, with highly skilled players being evenly distributed throughout the divisions on as many different teams as possible.

All players will be evaluated on the basic skills of baseball, including but not limited to hitting, throwing, fielding, pitching, catching, and running.

### *Player Evaluations*

Player evaluations will take place in February over the course of one or two sessions. Stations will be set up to enable players to demonstrate their abilities and for managers and coaches to assess players' skill levels.

*Hitting:* The assessment of hitting will include soft-toss and live pitch scenarios. Each player should receive approximately 10 soft-tosses and 15-20 live pitches. Players at the Rookie level may also hit from a tee.

*Throwing:* The assessment of throwing will help determine how accurate a player can throw and how strong a player's arm is. This assessment will include a player's ability to throw the ball from various distances in the infield and will take place as part of the fielding assessment.

*Fielding:* The assessment of fielding will help determine how well a player can catch thrown balls, fly balls and ground balls. Each player should receive approximately five thrown balls, five fly balls and six grounders. This assessment will include a player's ability to throw the ball after fielding a grounder as well as a fly ball.

*Pitching & Catching:* Players interested in the positions of pitcher and catcher will be evaluated on those specific skills to identify the players in the league who have the ability to pitch and catch in the regular season and to help ensure that each team has an appropriate number of players to perform those critical tasks.

*Running:* The assessment of base running will help determine how well players can run the bases. Each player will be timed running from home plate to first base; from home plate to second base; and from home plate completely around the bases.

The evaluation process described above may be altered as deemed necessary by the skill assessment committee with prior approval of the board at their monthly meeting.

Player evaluations will be made by a team of volunteers consisting of those people interested in serving as managers and coaches in the regular season. The event itself will be coordinated and supervised by the Board and the Skill Assessment Committee. The Skill Assessment Committee will determine with the Board of Directors how players' abilities will be scored and rated, taking into account years of experience and prior selection on district and/or tournament teams.

### *Playing Up*

The Skill Assessment Committee (consisting of selected coaches from the upcoming season), as appointed by the Board of Directors, will evaluate all players interested in playing in the level above their age bracket. Players will be assessed to ensure that they have the skills necessary for that level of play. For the enjoyment and safety of all players, the decision of the skill assessment committee is final.

### *Player Draft Process*

The player draft process is coordinated and supervised by the Board of Directors. Once the player evaluation process is completed, the Skill Assessment Committee (consisting of selected coaches from the upcoming season), is responsible for organizing the ratings and presenting them to all managers taking part in the draft. It is critical to point out that some players will turn out to be better than their evaluation, and vice versa. Each team may be represented by a manager and an assistant coach.

Prior to the draft:

Special Requests:

- While it is not a guarantee that special requests will be honored, the President of the Board of Directors will distribute and review the player evaluations and determine with the managers which players are “frozen.” Frozen players are players related by family who reside in the same residence (brothers/sisters) that are requested to be on the same team. Any team will have no more than two frozen players if the frozen players are top draft picks.
- All other special requests will be considered at the time of the draft however, there is no guarantee that those requests can be honored. In addition, there will be one special request per person/family and that request will be considered a request for each person impacted. Example: a request for one player to be on a team with another player whether it be friend, family member etc. will be considered 1 request for each player.

Scores and ratings-

- The President of the Board of Directors will determine the scores/ratings of each manager’s team based on the players automatically on his or her team (i.e. the children of the manager and assistant coach). The team with the lowest score gets the first round pick, with the second lowest score getting the second pick, etc.

*Pitchers & Catchers Draft:* The first players selected will be pitchers and catchers who have been identified in the player evaluation process and by past experience. Each team will select at least one pitcher and catcher with their first picks with the goal of ensuring each team has equal number of players that can pitch and catch.

*Player Draft:* Following the selection of pitchers and catchers, managers enter the open draft phase of the draft, where they can select any player they want to as long as the player is available.

*Trading of players:* The trading of players is permitted at the draft with the approval of the Board President and a majority vote by managers.

### **Selection of Managers and Coaches for the Recreation level**

The selection of managers and coaches for the Recreation level of New Egypt Baseball will be made by the Board based on candidates’ ability to meet the following guidelines:

- Demonstrated ability to adhere in strict accordance with the *Coaches' Code of Conduct*
- Dependability to be available and on time for practices and games, and to be prepared to run the activities
- Demonstrated ability to treat each player fairly
- Demonstrated knowledge of the sport and coaching experience
- Demonstrating a positive attitude and professional courtesy towards players, parents and fellow coaches and officers of New Egypt Baseball
- Demonstrated willingness to attend Board meetings
- Demonstrated ability to assist with non-sport activities as requested by New Egypt Recreational Baseball
- Good time management and organizational skills
- Coaching history in other New Egypt sports will also be reviewed and used in evaluating candidates

#### *Requirements*

All managers and coaches must complete the following before they will be able to attend practices and/or games:

- Background check as required by Plumsted Township
- Cal Ripken/Babe Ruth certification.
- Managers will be selected on a season-by-season basis. Manager positions will not automatically carry over from one season or year to the next. Coaching history in other New Egypt sports will also be reviewed and used in evaluating candidates.

#### *Assistant Coaches*

Managers may select one assistance coach prior to the draft. Following the draft, managers may select one additional assistant coach. All teams will have one manager and two assistant coaches eligible to sit in the dugout and coach on the field during games. For safety reasons, at no time should anyone other than players or coaches be in the dugout at any given time unless prior approval has been obtained by the League.

#### *Coaches Roles and responsibilities*

- Participate in player evaluations
- Create a positive experience for all players
- Teach the fundamental skills of baseball
- Help all players to have fun
- Teach the importance of teamwork

## **Selection of District and/or Tournament Teams**

New Egypt Baseball will hold a try-out session for district and/or tournament teams for each division. Players serious about earning a spot on a district and/or tournament team should attend the session in order to be properly evaluated.

All players are welcome to participate in district and/or tournament team tryouts and will be evaluated on the basic skills of baseball: hitting, throwing, fielding, pitching, catching, and running.

Player evaluations will be made by the New Egypt Recreation Baseball, Inc. board of directors, managers and coaches of the district and/or tournament teams. Players' abilities will be scored and rated with players being selected based on those ratings.

Please see the District Travel League guide for additional information.

## **Selection of Managers and Coaches for District and/or Tournament Teams**

All those interested in head coaching positions will make application for the positions. The application will be submitted to the NEBB Board by January 31<sup>st</sup> in a given year. The Board will review the applications and make the best selection based on:

- The Coaches experience, level of past commitment to prior league positions,;
- Good time management and organizational skills
- Demeanor and character
- Level of additional volunteerism towards other league initiatives, etc.
- Demonstrated ability to adhere in strict accordance with the *Coaches' Code of Conduct*
- Dependability to be available and on time for practices and games
- Demonstrated ability to treat each player fairly
- Coaching history in other New Egypt sports will also be reviewed and used in evaluating candidates.
- Demonstrating a positive attitude and professional courtesy towards players, parents and fellow coaches and officers of New Egypt Baseball
- Demonstrated ability to adhere to Cal Ripken and Babe Ruth tournament rules and the rules of tournaments the team plays in
- Demonstrated ability to teach the fundamentals of the game, especially at the 8U, 9U, 10U, 11U and 12U levels

Commissioners from other sports may be called upon for references. All applicants must ideally be a head coach or at a least an active assistant coach in the upcoming Spring Season. A coach may be selected even though his son was not selected as a player for that team. Once selected, the Head Coach will select 1 Assistant Coach prior to the District tryout. That Assistant Coach must be approved by the Board as the child must be considered an eligible participant for the District Team as outlined in Section C. The 3rd assistant coach will be selected **upon completion** of the selection of the District Team. These Assistant Coaches must also be a registered Head Coach or Assistant Coach active in their respective league. They should also be highly regarded by their peers and the league. Coaches that have previously coached travel teams must re-apply and understand that there is no assurance for any coaching position. A travel coach's tenure is from February 1st for one year. At the conclusion of the Districts, an evaluation form will be sent to the parents regarding their District experience including questions specifically regarding the Head Coach and Assistant Coaches as coaches will be evaluated by the Board annually.

## **Practice and Game Schedules**

Practice, especially in the Rookie, Minors and Majors divisions, are critical to providing an experience where players can learn and develop the fundamental skills of baseball. The Board, working in conjunction with the coaches, will develop a practice schedule that provides each team the ability to have at least one practice each week prior to the start of the season.

All practices will be held on facilities approved by the board. If a coach would like to practice at other facilities, such as batting cages, fields, residences, etc, they do so at their own risk. If a

coach elects to hold practices at such facilities, they should obtain parental/guardian consent, because it is not deemed a league sanctioned practice.

## **Refunds**

Registration fees, including candy buyout and work bond check, are refundable via written request to the board prior to the uniforms being ordered for the season, which is typically within a week or two of the draft. After uniforms have been ordered, no refunds will be issued.

## **Grievance Procedure**

Complaints from parents, players and anyone else affiliated with New Egypt Baseball must be submitted in writing, via letter or e-mail, to the Board, or delivered in person at a Board meeting. Once the Board receives the complaint, it will assign the case to the conflict resolution committee, who will hear both sides of the issue and report back to the Board. The Board will make the final decision on how to resolve conflicts, including whether a parent, manager, coach or player is subject to disciplinary action.